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MANAGEMENT TOOLS

Records Management and Our Space Problem

Support Bulletin No. 8 for January-February 1958 offered several suggestions for relieving today's space problems through better use of filing equipment and supplies. Here are some additional tips.

Do you periodically transfer noncurrent records--in the field, to inactive storage in vaults or secured areas--and in headquarters, to the Records Center? It will pay you to do so, for bulk storage of essential but seldom used records reduces equipment ~~and~~ ^{and} space ^{and} ^{clerical costs}. These benefits are measurable tangible dollar savings to the Organization. For instance, in headquarters, Records Center storage has saved over \$1 3/4 million ^{in space and equipment costs and an estimated \$2 2/3 in salaries.}

EQUIPMENT AND SPACE COSTS TO STORE 4 DRAWERS (8 CU. FT.) OF RECORDS

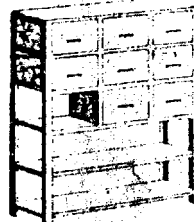


SAFE CABINET

~~\$102.00~~
\$578

RECORDS CENTER

~~\$10.64~~
1.40

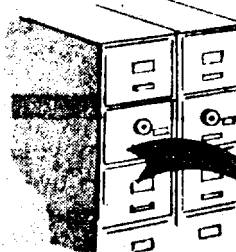


Your records at the Center will be available to you at any time. The return of a record to you within 24 hours after requesting it is routine.

Before filing record material, do you pull off and destroy nonessential papers such as routing slips, transmittal memos, courtest copies, and copies of superseded drafts?

Do you periodically cut off your files, say, at the end of a calendar or fiscal year? You should, otherwise they'll keep growing year after year, making reference to your current files much more difficult and increasing the volume of noncurrent material that should be transferred to bulk storage or destroyed.

Do you periodically review your files for "dead wood" such as...



- Obsolete or superseded reference material and working papers...



- Old chrono files...
- Files on discontinued functions...
- Totally inactive records authorized for destruction?

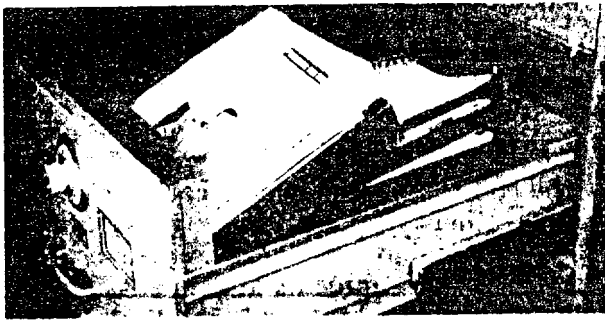
Look up your Records Control Schedule. It's your "housecleaning" authorization. If you lack an approved schedule see your Records Officer or Chief of Registry.

In addition, for every 100 cubic feet of space, only 10 cubic feet of file drawers are used for the balance of materials. These materials can be great space wasters.

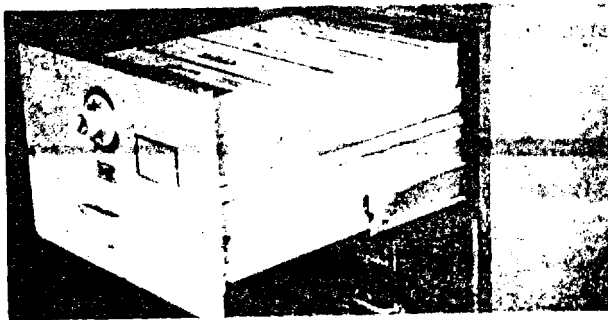
For instance, some people may still store their work papers overnight in regular desk drawers. If so, they're using about five times as much room as they should.

The photographs below show how much space can be gained when Organization overnight storage boxes are used instead of regular drawers.

NOT THIS...



BUT THIS...



These storage boxes also prevent contents from spilling and papers from getting lost behind file drawers.

Books, periodicals, blank forms, office supplies, and other miscellany also eat up a valuable file space. Here are some tips to help prevent this.

Centralize reference books and publications within components. If they are unclassified, store them as book shelves.

Remove books, periodicals, and other documents when they have served their purposes.

Depend more on Organization reference services instead of building up personal libraries that may never be used.

Consolidate blank forms and office supplies within components. Store these items in supply cabinets.

Store personal belongings and non-official materials in desks or supply lockers.

KEEP IN MIND THAT FOR EVERY TEN SAFE LOCKERS IN USE YOU LOSE THE AVERAGE SPACE FOR ONE EMPLOYEE.

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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

Remarks:

Here is the Support Bulletin article revised to be more applicable for field stations. Per discussions with [redacted] those paragraphs checked with pencil were revised. The cost factors for safe cab. and Records Center storage include total costs for 5 yrs (excluding labor and maintenance).

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